



State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Duty Statement

☒ CURRENT ☐ PROPOSED ☐ STANDARD

Division	Classification	Position Number
Administrative Services	Accounting Officer (Specialist)	549-070-4546-023
District/HQ Section	Working Title	CBID
Accounting Services	Accounting Officer (Specialist)	R01
Sector/HQ Unit	Reporting Location	Incumbent
Fiscal Systems/Labor	Headquarters - Sacramento	
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		Staff Admin Analyst (Accounting Systems)
Position Description		
Under the general supervision of the Staff Administrative Analyst (Accounting Systems), the Accounting Officer (Specialist) is responsible for performing professional accounting duties of average difficulty in the tasks necessary for developing and maintaining the processes needed to satisfy the department's fiscal information needs.		
Essential Functions		
Percentage	Task	
45%	Incumbent is responsible for processing monthly labor transactions in the Financial Information System for California (FI\$Cal). Responsibilities include: Maintenance of FI\$Cal required labor tables, including but not limited to the maintenance of employee profiles (employee options and defaults). Ensuring electronic monthly activity sheets are uploaded into FI\$Cal. Analysis and auditing of adjusted activity sheets to determine if additional information is needed before processing in FI\$Cal. Following up as needed to ensure the adjusted activity sheets are accurate and complete. Analyzing and processing manual labor adjustments in FI\$Cal. Analyzing and correcting labor posting issues after monthly labor distribution is run in FI\$Cal. Posting all necessary journal entries for labor into FI\$Cal. Performing labor distribution module reconciliation	
30%	Serves as administrator for the Labor Information Database (LID). Responsibilities include: Reinforcing time keeping policies and procedures. Enforcing the appropriate use of FI\$Cal coding in accordance with the department's policies. Maintaining monthly and yearly updates to the LID. Ensuring activity sheet and employee information are reported correctly in LID by districts/sections. Maintaining labor-related databases and ensuring that procedures are current. Analyzing and downloading labor data from FI\$Cal to LID. Provide custom reports of FI\$Cal labor transactions as requested. Provide training and guidance to staff regarding labor postings. Give presentations to both large and small groups.	
15%	Review and analyze the less complex accounting systems maintained by the Fiscal Systems Unit and ensure that procedures are current. Develop and maintain the less complex databases used by the Accounting Services Section and write procedures if necessary.	
Marginal Functions		
Percentage	Task	
5%	Perform other job related duties as necessary for operational continuity	
5%	Perform monthly checklist duties, acting as the monitor and backup other Fiscal System's staff to complete various duties.	
Typical Working Conditions		
Special Requirements		

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date

Employee Statement

I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.

Employee Name (PRINT or TYPE)	Employee Signature	Date